

FIRE COMMUNICATIONS OFFICER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible and skilled position performing fire communications duties and assisting in and monitoring the work activities of lower level employees. Work involves assigning work tasks and providing training and guidance to lower level employees. Employees of this class perform administrative and maintenance tasks as well as receiving and dispatching calls for fire protection and rescue services. Fire Communications Officers II also oversee the preparation and maintenance of shift records. In addition to the more responsible duties of this class, the employees also perform the duties of the lower class but at a higher skill level and with a greater degree of discretion and independent judgement. This class differs from the Fire Communications Officer I in that it has greater responsibilities which may include some supervisory responsibilities. Employees of this class have their work reviewed by the Fire Communications Supervisor. This class ranks directly below that of Fire Communications Supervisor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers emergency and non-emergency telephone calls and takes as much information as possible from the caller. Enters all information into computer by using appropriate codes and procedures. Determines the correct apparatuses to be dispatched and notifies any special agencies designated by department procedures in special or emergency situations. Sounds fire alarm in all stations concerned by using alarm bells or buzzers. Uses CAD display to monitor the location and status of emergency units at all times. Receives and transmits messages to and from emergency scenes and to and from related department personnel. Sends companies to serve as back-up for stations from which all equipment is gone. Logs on and off the computer at the beginning and end of each shift by using the appropriate computer command.

Supervises subordinate communications personnel in the performance of all dispatching functions of the fire communications center. Holds meetings with subordinate employees for the purpose of receiving reports or disseminating information. Inspects appearance of equipment and personnel, assigns work, provides technical assistance, and delegates authority to subordinates for the more effective operation of

the division. Evaluates work performance of subordinates and reports on such to superiors when required.

Prepares for shift change by briefing on-coming shift or being briefed by out-going shift, checking records from previous shift, or assembling necessary supplies and equipment. Answers questions on department procedure when requested or refers questioners to designated authority.

Provides on-the-job instruction to subordinates in the operation of communications equipment and related areas. Participates in training provided by the department on communications and related areas.

Supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Personally completes forms and records required.

Tests equipment such as fire radios, fire telephones, alarm bells, microwave to stations, private alarms systems, emergency alarms and individual paging devices as prescribed by department policy. Supervises the general care and maintenance of all departmental communications equipment. Inspects equipment or operating systems after repairs to see that repairs were properly accomplished.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before the application closing date.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After conditional offer of promotion, but prior to beginning work in this class, must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be a regular and permanent employee in good standing in the class of Fire Communications Officer I for a period of at least

six (6) months immediately preceding the examination.

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